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# ***Part A***

## ***Chapter 5***

### ***Boundary Updates***

- **Boundary and Annexation Survey**
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### **Summary**

- **Boundary and Annexation Survey**  
The Boundary and Annexation Survey (BAS) is used to obtain an ongoing inventory of boundaries for legal entities such as counties, incorporated places, and minor civil divisions. The BAS is mailed a “certifying official” in each jurisdiction to collect information about boundary changes and changes to jurisdiction names and legal descriptions.
- **Boundary Updates**  
If you notice incorrect boundaries for your jurisdiction during your review of the address, you may annotate the Census Bureau maps with the correct boundary information. You must get the “certifying official” for jurisdiction to sign the certification box on the map and complete the Local Update of Census Addresses Program Annexations and Detachments form before the Census Bureau will accept the changes however.

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## Boundary and Annexation Survey

To obtain an ongoing inventory of boundaries for legal entities, the Census Bureau began an annual Boundary and Annexation Survey (BAS) in 1972. In most years, the Census Bureau mails the BAS to a “certifying official” each county or statistically equivalent area, plus selected minor civil divisions (MCDs), and places above a certain population size. The BAS is mailed to **all** incorporated places, MCDs, and counties or statistically equivalent entities in the three-year period before each decennial census. The BAS collects a record of changes to jurisdiction names and legal descriptions (that is, city, town, village, township, borough, and so forth), an annual update of the universe of legal entities, as well as information on boundary changes.

The Census Bureau's computerized geographic data base of the entire Nation, the TIGER data base, stores information about features (such as roads, rivers, lakes, railroads, and power lines) and all geographic entities. All boundary and area information obtained through the BAS is entered into the TIGER data base so that all subsequent map and Census address list products reflect these changes.

## Boundary Updates

During the Address List Review, you may find incorrect boundaries for your jurisdiction on the Census Bureau maps. Many of the Census Bureau maps are based on boundaries as of January 1, 1990. Census Bureau maps for some areas, however, reflect changes from subsequent BAS activities, such as the 1997 BAS. The Census Bureau is giving authorization to the Address List Review participants to make the necessary corrections to the Census Bureau maps, and to the corresponding Census address list. It is not necessary to do a 100 percent review of the boundaries for your jurisdiction as this is not the intent of Address List Review; the BAS will handle this in a separate operation. If you do find inconsistencies, however, and want to make the corrections to the Census Bureau maps, use the following guidelines:

- Update the Census Bureau map(s) in red pencil if the boundary shown does not correctly depict the current legal boundary of your jurisdiction, if feature locations and names are missing, or in error. For boundary changes, draw the new boundary and cross out the portion of the boundary that is incorrect using a string of red “Xs.” Add the authorization type (ordinance number, local and tribal law, resolution, etc., and the number, and the effective date of each annexation or detachment on the Census Bureau map.

If the boundary change represents a correction to the Census Bureau map where the boundary was previously reported to us but is not accurately displayed, please correct the boundary using the red pencil, and annotate it with the letters **“BC”** for boundary correction next to the corrected part.

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- Complete the Local Update of Census Addresses Program Annexations and Detachments form for the Address List Review listing all legal annexations or detachments. Enter on the form the authorization type, legal number, and the effective date of each annexation or detachment shown on the map. Be sure to note where one of these actions places your area within a new MCD (if any). Also, include the estimated area (square miles or acres) for each annexation or detachment. An example of this form is found in Appendix N.
  - That the corrected map to the “certifying official” for your jurisdiction (staff in the RCC can tell you who this is, if it is not you or you do not know who it is) to have her/him certify the Census Bureau map(s) when the map(s) depict the correct legal boundary of your jurisdiction. Please enter the requested information in the certification box of all maps with all boundary changes.
  - Update the geographic codes in the appropriate records on the Census address list with the corrected information.